

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

Minutes of the Board of Trustees
Administrative Committee Meeting

March 20, 2002

TRUSTEES PRESENT: Ms. Kathryn S. Matayoshi, Chairperson
Ms. Audrey Hidano
Mr. Jim Williams

TRUSTEES ABSENT: Mr. Jimmy Yasuda

HEUHBTF STAFF: Ms. Lynette Fukunaga
Ms. Shirley Kawamoto
Ms. Wanda Kimura
Ms. Karen Tom

ATTORNEY: Mr. Brian Aburano, Deputy Attorney General

GUESTS: Mr. George Butterfield – HSTA-Retired
Ms. Becky Dixon Bates – HDS
Mr. Charles Khim
Ms. Sarah Moriyama - ORTA
Mr. Leroy Simms – HSTA
Ms. Cheryl Takitani-Smith – HDS

I. CALL TO ORDER

The meeting of the Administrative Committee was called to order at 9:05 a.m. by Chairperson Kathryn Matayoshi in Conference Room 303, No. 1 Capitol District Building, 250 South Hotel Street, Honolulu, Hawaii, on March 20, 2002.

II. APPROVAL OF MINUTES

The chair noted that the minutes for March 7, 2002 were distributed to the committee and that the minutes were amended to attach the draft amendments to Act 87A that were submitted to the full board.

The minutes for March 14, 2002 were not ready for review.

III. OLD BUSINESS

A. Hiring of Administrator/Executive Director

MOTION: To present the recruitment process timeline to the Board.
(Williams/Hidano)

Discussion: A recruitment schedule to fill the administrator position was discussed for recommendation to the board (see attachment).

Vote: Unanimously passed.

B. Retention of advisors (benefit consultants, investment firms/managers, etc.)

MOTION: To transmit the draft RFP to the Benefits Committee for their consideration. (Williams/Hidano)

Discussion: Section 2, Scope of Work, was discussed and revised (see attachment). Since the RFP would require the input from the Benefits Committee prior to further action by the Administrative Committee, suggestion was made for the Benefits Committee to meet prior to the next Administrative Committee meeting to review and make their revisions to the RFP, and that members of or the Benefits Committee meet with the Administrative Committee on April 4 to discuss and revise the RFP further.

Vote: Unanimously passed.

C. TPA vs. In-house administration

The staff will invite benefit consultants to attend a committee meeting to be scheduled after the April 4, 2002 meeting to provide some insight on issues related to administration of the Trust including third party administrator vs. in-house administration.

D. Proposed Legislation Affecting the EUTF

This item has been completed. There are no recommendations to the Board.

IV. NEXT MEETING

Thursday, April 4, 2002, 9 a.m. to 12 noon. The agenda for the next meeting will include discussion on Section 2, Scope of Work, with one or two members from the Benefits Committee, to go over changes they discussed and to review entire RFP.

V. ADJOURNMENT

Motion to adjourn. (Hidano/Williams)

Discussion: None.

Vote: Unanimously passed.

Meeting adjourned at 11:10 a.m.

Respectfully submitted,

/s/

Kathryn Matayoshi, Chairperson

APPROVED as corrected
on April 4, 2002.

DOCUMENTS DISTRIBUTED:

1. Request for Proposals, Informational Document for Proposals to Furnish Employee Benefit Plan Consulting Services (Draft March 19, 2002). (42 pages)
2. Approved Minutes for March 7, 2002 Administrative Committee Meeting. (10 pages)